

# Town of Leeds

## Planning Commission Meeting for May 4, 2016

1. Call to order:

Chairman Nelson called to order the regular meeting of the Planning Commission at 7:02pm on May 4, 2016, at Leeds Town Hall, 218 N Main.

ROLL CALL:

	<u>Present</u>	<u>Absent</u>
CHAIRMAN: DARRELL NELSON	<u>x</u>	<u>          </u>
COMMISSIONER: DARRYL LEWIS	<u>x</u>	<u>          </u>
COMMISSIONER: DANIELLE STIRLING	<u>x</u>	<u>          </u>
COMMISSIONER: JOHN POAST	<u>x</u>	<u>          </u>
COMMISSIONER: DANNY SWENSON	<u>x</u>	<u>          </u>

2. Invocation by Commissioner Lewis.

3. Pledge of Allegiance by Commissioner Stirling.

4. Declaration of Abstentions or Conflicts:

Chairman Nelson, on tonight's agenda there are some conflicts under item 9 discussion items. We would like to do the Open Public Meeting Act training second behind the proposed amendments to the Land Use Ordinance and item c, Alberta Pace, discussion on Majestic Mountain Road subdivision will be cancelled. Alberta will not be here this evening.

5. Approval of Agenda:

Commissioner Stirling made a motion to change item a and b around on the agenda for Wednesday May 4<sup>th</sup>, 2016. 2<sup>nd</sup> by Commissioner Lewis. All voted "Aye". Motion passed.

ROLL CALL VOTE:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
CHAIRMAN: DARRELL NELSON	<u>x</u>	<u>          </u>	<u>          </u>	<u>          </u>
COMMISSIONER: DANIELLE STIRLING	<u>x</u>	<u>          </u>	<u>          </u>	<u>          </u>
COMMISSIONER: JOHN POAST	<u>x</u>	<u>          </u>	<u>          </u>	<u>          </u>
COMMISSIONER: DANNY SWENSON	<u>x</u>	<u>          </u>	<u>          </u>	<u>          </u>
COMMISSIONER: DARRYL LEWIS	<u>x</u>	<u>          </u>	<u>          </u>	<u>          </u>

Commissioners discussed the meeting minutes.

Commissioner Lewis moved that the minutes as presented be approved. 2<sup>nd</sup> by Commissioner Stirling. All voted "Aye". Motion Passed.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: DARRELL NELSON	x			
COMMISSIONER: DANIELLE STIRLING	x			
COMMISSIONER: JOHN POAST	x			
COMMISSIONER: DANNY SWENSON	x			
COMMISSIONER: DARRYL LEWIS	x			

Commissioners discussed the March 30, 2016 meeting minutes.

Commissioner Stirling moved to approve March 30, 2016 Planning Commission Special Meeting. 2<sup>nd</sup> by Commissioner Lewis. All voted "Aye". Motion Passed.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: DARRELL NELSON	x			
COMMISSIONER: DANIELLE STIRLING	x			
COMMISSIONER: JOHN POAST	x			
COMMISSIONER: DANNY SWENSON	x			
COMMISSIONER: DARRYL LEWIS	x			

6. Announcements:

Commissioner Swenson asked Kristi Barker if the agendas are going to be sent out on the new email accounts.

Kristi Barker responded that the agenda was sent out on the new accounts; however, a couple of commissioners indicated they did not receive it. A test email will be sent out in the morning to make sure the new email accounts are working.

Commissioner Lewis indicated he will be out of Town for the meeting in June and will be available by phone if needed.

Chair Nelson, I think we can excuse you for next month's meeting.

7. Public Hearings:

8. Action Items:

9. Discussion Items:

- a. Proposed amendments to the Land Use Ordinance 2015-04, Chapter 17, Commercial District. Commissioners and Bob Nicholson the Town Planner discussed the proposed amendments to Ordinance 2015-04, Chapter 17, Commercial District. Commissioners made some additional amendments and it will be placed on next month's agenda as a discussion item.

Commissioner Stirling left the meeting at 8:11pm.

- b. Open Public Meeting Act Training.

Mayor Peterson, June 8<sup>th</sup> is the Town Council Meeting at which time we are going to be approving a final Budget; however, before the meeting, I was hoping, if the Planning Commission and Bob Nicholson were available, to have a joint work session starting at 6:00pm with the

hope to discuss the General Plan and the process that it goes through. It is the Planning Commission's responsibility to present the General Plan to the Town Council for approval. We do need to hold a Public Hearings on the General Plan and also decide if we want to have surveys as part of the actual input and if we want to employ other entities. We are entitled to certain funds for things like a transportation plan where we can get help from outside experts. Mayor Peterson discussed it further and would also like to address the Town Zoning Map during the work session.

Mayor Peterson showed a video by David Church on the Open Public Meeting Act to complete the annual training requirements.

- c. Alberta Pace discussion on Majestic Mountain Road Subdivision  
Item Cancelled.

10. Staff Reports:

Commissioner Lewis, do we have a set of rules for procedures for Commission? If we do, what are they and if we don't, could we have them?

Chair Nelson, I don't think Robert's Rules have been adopted.

Mayor Peterson, the history has been that we intend to follow a modified version of Robert's Rules modified with the idea that there is a comment period in Town Council and Robert's Rules indicate, if it is not a Public Hearing, you do not let the public speak. They have not been properly adopted. We have requested from David Church a couple of alternatives as to how rules could be utilized and adopted. I would hope we could have some consistency with Town Council and Planning Commission as to what rules we want to follow between the two groups.

11. Adjournment:

Commissioner Poast adjourned the meeting.

Time: 8:43pm.

APPROVED ON THIS 1 DAY OF June, 2016

  
Darrell Nelson, Chair

ATTEST:

  
Kristi Barker, Clerk/Recorder